King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.09.007, Electronic Communication Devices	Approved By:	Director Allen Nance
	Effective Date:	August 28, 2024
	Reviewed By:	PRC
Distribution:	Review Date:	July 10, 2024

PURPOSE
To establish guidelines for the use and possession of electronic communication devices within prohibited areas.

POLICY
It is the policy of the Department to strictly control the use and possession of non-county owned electronic communication devices within prohibited areas.

DEFINITIONS
Electronic Communication Device (Device): A device with data, voice, video or picture recorder, or text capabilities, that is able to access the Internet or the ability to connect to cellular, satellite or wireless networks transmit voice calls, text messages, email messages, instant messages, video communications, or perform other computer and online applications (apps).
Prohibited Areas: Any area at the Seattle (KCCF), Kent (MRJC) and Juvenile–(CFJC) divisions where inmates/detained youths are housed, held, or have access to, and anytime during the transport or supervision of an inmate/detained youths (to include outside of secure areas).
County Owned Electronic Device: An electronic communication device which is owned and controlled by the Department or another King County agency.
Non-County Owned Electronic Device: An electronic communication device which is owned and controlled by an employee, volunteer, contractor or other non-King County entity.

General Guidelines:
1. This policy does not apply to on-duty law enforcement officers who have legitimate business inside DAJD facilities, DSHS Forensic Evaluators and defense attorneys (to include members of their defense team and defense experts conducting evaluations of inmates) while acting in that capacity.
2. Department staff who are issued a county-owned cell phone or other electronic communication device for work purposes may carry the device within prohibited areas. Staff issued such a device are responsible for maintaining control of it at all times.
3. Non-issued county-owned communication devices that are used for work purposes are allowed within prohibited areas. Staff utilizing such a device are responsible for maintaining control of it at all times.

4. Non-County Owned Electronic Devices are unauthorized in prohibited areas, unless approved by the Facility Commander or Division Director or as approved via the King County Reasonable Accommodation process. Staff who have received such approval are responsible for maintaining control of their device(s) at all times.
5. Employees (DAJD, JHS, FMD and AFIS, SMC Screeners) and volunteers who bring a personally owned electronic device to work at KCCF, MRJC, or CFJC must store them in DAJD designated lockers outside of the prohibited areas.
6. External maintenance contractors may retain possession of their personally owned electronic devices provided that they are used for business purposes only.
7. Prohibited non-county owned electronic devices include, but are not limited to:
   a. Cell phones
   b. Laptop computers
   c. Tablets (and other current or future similarly developed devices.)
   d. Portable game units
   e. iPod, MP3, music, and media players
   f. PDAs
   g. DVD players
   h. Digital cameras
   i. Pagers
8. Wearable technology (i.e., Apple Watches, Android Watches, etc.) are permitted in prohibited areas provided that this wearable technology is not used for entertainment purposes (i.e., games, videos, etc.) in the workplace and that any communication features are disabled (such as those with SIM cards and Bluetooth connection). Wearable technology shall not be used in a manner that impedes the duties of staff.
9. The Department will designate locations where staff members may use personally owned electronic communication devices at KCCF, MRJC and CFJC during break periods. Employees may transport personally owned electronic devices through prohibited areas only when it is physically necessary due to the layout of the facility in order to travel between designated lockers and areas where the devices are approved to use during break periods.
10. The Department understands that some health conditions and/or disabilities may require reasonable accommodations to this policy. Employees interested in seeking accommodations for their health conditions/disability should contact the DAJD Leave Management Team to learn more about the process and requirements. Approved accommodations must not interfere with normal operations within DAJD facilities and/or create distractions for DAJD employees.
    a. Unless otherwise specifically authorized, any personal device authorized as a reasonable accommodation shall be used in accordance with this policy.
11. Emergency/Urgent points of contact for the families of on-duty DAJD staff members.
    a. At the Adult Divisions emergent/urgent phone calls for on-duty DAJD staff members should be directed to the Captain's Office at the appropriate facility.
        1) Captain's will routinely check for emergent/urgent messages and relay those messages to the staff member as soon as possible.
    b. At CFJC emergent/urgent calls for on-duty staff members should be directed to the ARV area which can be reached at (206) 477-9897.

1) The staff member receiving the emergent/urgent call shall relay message to the on-duty staff member as soon as possible after receiving the phone call.